



CANADIAN  
UNITARIAN  
COUNCIL

CONSEIL  
UNITARIEN  
DU CANADA

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## POSITION DESCRIPTION EXECUTIVE DIRECTOR

### ***Canadian Unitarian Council Mission Statement***

The Canadian Unitarian Council is an organization of Unitarian and Unitarian Universalist member congregations and individual members acting to enhance, nurture and promote Unitarian and Unitarian Universalist religion in Canada. The CUC provides tangible support for religious exploration, spiritual growth and social responsibility. It represents our faith in the larger social and religious environments. Which can be summarized as:

*Growing Vital Unitarian Communities*

### ***Job Title***

Executive Director

### ***Job Summary***

The Executive Director acts with excellent leadership and relationship building skills who also has knowledge and experience with Unitarianism and Universalism and sensitivity to the Canadian context. The Executive Director will be responsible for the successful leadership and management of the CUC according to the strategic direction set by the Board of Directors, and approved annually by member congregations.

Working within the annual budget and staff limits, the Executive Director's primary focus is the alignment of the annually approved Board Priorities with a Staff Engagement Plan and resulting Executive Director Interpretations to ensure successful implementation; all adhering to the approved Board Policy Manual. The Executive Director should be a master at relationship building, leadership, administration and fiscal management.

Specifically, the role of the Executive Director is to:

- Build positive and mutually enhancing relationships with CUC's member congregations and related communities, and boost member awareness, satisfaction and engagement.
- Ensure that staff is a strong, highly motivated and well-coordinated team capable of addressing CUC's priority needs while maintaining the organization's balanced budget.
- Provide excellent support, resources and engagement with member congregations and related communities
- Support the CUC Board in its work of high level oversight, strategic planning, vision-driven leadership, and policy development;



- Provide solid administrative and logistical support to the CUC Board. Anticipate Board needs as a governing body and meet them proactively.
- Maintain full transparency and accountability to the CUC Board and the Board's trust and confidence by early disclosure of emerging opportunities and risks.
- Provide regular updates on strategic progress and risk management
- Provide or arrange the provision of professional advice (legal, financial, operational, etc.) to enable the CUC Board to make knowledge-based and vision-based decisions.
- Regularly share honest and direct feedback (positive and corrective) with the Board and the Staff, and establish systemic improvements to enable everyone to deliver excellence in a safe environment.
- Liaise with external stakeholders, such as the UU Ministers Of Canada, the Unitarian Universalist Association and other organizations, and build and nurture CUC's national and international partnerships.
- Provide administrative and logistical support to CUC Committees and Task Forces.
- Create and manage the CUC annual budget.

### ***Reporting***

The position reports to the Board of Directors.

### ***Working Relationships and Partnerships***

- Member Congregations, UU communities and leaders
- Board, board task forces, volunteer committees,
- Staff
- Other stakeholders including:
  - UU Ministers of Canada
  - Religious Educators
  - Unitarian Universalist Association
  - International Council of Unitarians and Universalists
  - UU United Nations Office
  - Other partnerships as they emerge, and as appropriate within current priorities

### ***PRIMARY FUNCTIONS***

#### ***Implement board policy***

- Act as a resource to Board of Trustees so that policy decisions are made on an informed basis; suggest new policy initiatives; and review existing policies
- Work with Board to develop and maintain the Policy Monitoring Schedule used to evaluate organizational (and therefore Executive Director) performance



- In accordance with the Policy Monitoring Schedule, prepare and provide summary reports and statistical and qualitative feedback that will demonstrate the degree to which the Board’s policies are being met.
- Gather, interpret and articulate information to Board about congregational trends and resources
- Keep Board informed of significant issues affecting the development and delivery of programs and services as they arise
- Provide logistical support to Board
- Provide guidance and advice to Board on process issues such as decision-making, accountability, and establishing and interpreting terms of reference.

#### ***Oversee financial management of the organization***

- Ensure development of annual budget and present to Treasurer for evaluation and modification as required by the annual budget cycle
- Direct and coordinate yearly staff budgets
- Develop a business plan to carry out the Boards strategic plan
- Identify, manage and execute fundraising programs approved by the Board
- Maintain relationships with funding sources and ensure the preparation of funding proposals

#### ***Develop and implement plans for congregational and community engagement***

- Ensure the monitoring of congregational needs for congregational development and engagement in keeping with the priorities established by the CUC Board, and be aware of changing contexts within which supports and resources are provided
- Ensure the development of sustainable programs and supports consistent with congregational needs
- Monitor programs and supports to ensure consistency with criteria established by the mission and goals of the organization and Board Ends Policy

#### ***Develop national community***

- Develop and sustain effective communication between CUC and member congregations and among members, making effective use of technology where appropriate
- Direct the planning, promotion, and implementation of face-to-face and virtual gatherings that highlight current board and staff priorities and provide networking and community-building opportunities
- Support the provision of information about the organization’s goals, programs and



services through media to increase national visibility of the CUC

- Develop opportunities for communication and collaboration between CUC and national, continental, and international UU bodies, and with related religious and governmental bodies in Canada.

### ***Manage staff***

- Ensure appropriate staffing consistent with member needs and within the constraints of the organization's physical and financial resources
- Update and maintain the Human Resources Manual
- Update and maintain appropriate job descriptions for all staff
- Recruit, select, orient and train staff
- Evaluate staff and ensure staff have the appropriate supports and professional development opportunities to excel at their jobs
- Ensure staff are appropriately compensated
- Ensure effective communication and collaboration among staff

### ***Manage recruitment and development of volunteers***

- Ensure recruitment and development of volunteers, in response to the needs of the established priorities and to accomplish stated outcomes

### ***Maintain, acquire and dispose of physical assets***

- Ensure that facilities, furniture and equipment are as necessary and appropriate to needs of the organization
- Provide recommendations to the Board for any acquisitions or expenditures that are outside the approved budget
- Ensure proper maintenance of facilities, furniture and equipment
- As necessary, responsibly dispose of outdated or worn out equipment

### ***Required Skills and Qualifications***

- Ability to think and lead strategically, with experience in organizational development
- Ability to plan activities, set deadline and budgets, and reliably adhere to them
- Ability to organize, prioritize and focus staff efforts on the achievement of quality results in an efficient, timely and cost-effective manner
- Exceptional relationship building, people building, and team building skills
- Comfort with conflict and ability to turn it from a problem into a opportunity



- Commitment to sharing feedback in a manner that makes it easy to receive
- Ability to learn from feedback and make it easy for others to share it
- Open and accessible demeanor and ability to keep a safe work environment
- Ability to analyze problems and their root causes and develop effective solutions
- Honesty, integrity, transparency, and business savvy
- Ability to inspire and motivate others to achieve excellence
- Knowledge about Canadian Unitarianism and Universalism
- Willingness to travel and work weekends and evenings
- Competence with using technology personally and for maximizing the organizational goals
- Experience in initiating, planning, implementing and evaluating programs and services

### ***Preferred Qualifications***

- Related Masters Degree (e.g. Business Administration in not-for-profit management, Public Administration, Marketing) *or* equivalent experience
- Experience in managing a not-for-profit organization
- Within commuting distance of Toronto
- Familiarity with Carver policy governance model
- Ability to speak French